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December 19, 2016

Client

**COPY**

*Re: Your Personal Information*

Dear :

We are contacting you to notify you that during the morning hours of December 13, 2016, our office was burglarized. Personal items were stolen, as well as computers. Your personal information may have been stored on the stolen computers. This theft has caused us to be concerned for the security of our electronically stored information.

We are providing this notice to you so you will take immediate action to minimize or eliminate any potential harm.

Because it is uncertain how the information will be used, you must take measures to help prevent and detect any possible misuse of your information. If you see any unauthorized activity, promptly contact your financial institution or credit card company. We also suggest that if there is unauthorized activity, you submit a complaint with the Federal Trade Commission by calling 1-877-ID-THEFT (1-877-438-4338) or online at <https://www.ftccomplaintassistant.gov/>

As a second step, you should contact the three U.S. credit reporting agencies (Equifax, Experian and TransUnion) to obtain a free credit report from each by calling 1-877-322-8228 or by logging onto [www.annualcreditreport.com](http://www.annualcreditreport.com).

To further protect yourself from the misuse of any information, you should place a fraud alert and a "credit freeze" on your credit report with each of the three reporting agencies. We think this step is important. An initial fraud alert is free and will stay on your credit file for at least 90 days. The alert informs creditors of possible fraudulent activity and requests that the creditor contact you prior to establishing any accounts in your name. The credit freeze prevents any new accounts from being established in your name and can be permanently or temporarily lifted by you at any time. The credit alert will be sent to all

three companies by the one you contact and is free. A credit freeze must be done with each company and costs \$3.00 for each one. To place a fraud alert on your credit report or institute a credit freeze, contact any of the three credit reporting agencies below.

Equifax: 1-800-525-6285, [www.equifax.com](http://www.equifax.com)  
TransUnion: 1-800-688-7289, [www.transunion.com](http://www.transunion.com)  
Experian: 1-888-397-3742, [www.experian.com](http://www.experian.com)

The Federal Trade Commission has consumer information regarding Credit Freezes at <https://www.consumer.ftc.gov/articles/0497-credit-freeze-faqs>.

We deeply regret that this incident occurred. Again, it is important that you actively monitor for misuse of your personal information. It is a very discouraging and disheartening event and we are very concerned. We sincerely apologize for this significant inconvenience.

The Kalispell Police Department is investigating the crime and we are hopeful it will be solved, but you should act promptly to protect your credit information.

If you have further questions or concerns, please contact me.

Thank you for your understanding.

Sincerely,

Hash, O'Brien, Biby & Murray, PLLP

Donald R. Murray

DRM/bb

Cc: Montana Office of Consumer Protection,  
Office of the Attorney General